Position Description

Position Title: **Commercial Corridor Manager**
Site: **Frankford CDC**
Reports To: **Executive Director**
Status: **Full-time Employee**

**Position Function:**
Frankford’s Commercial Corridor is unique and diverse in its tenants. The ideal candidate will be expected to cultivate relationships with a diverse business/client base. The Commercial Corridor manager serves as an intermediary between the Business Owners on Frankford Avenue and the City Departments and technical assistance providers.

**Qualifications**
A bachelor’s degree is required; a master’s degree in urban planning, economic development, or related field is preferred. A minimum of two years of community and development related experience preferred. Volunteer/intern work experience will be considered in lieu of paid work experience. Qualified candidate must work with a diverse population, exhibit strong written and verbal communication skills, be familiar with Microsoft Office.

**Duties and Responsibilities:**
- Maintain relationships/contacts with local businesses owners and business association members and other organizations along the Frankford Avenue business corridor.
- Coordinate member recruitment efforts, regular general body meetings, and executive body meetings for the Business Association.
- Serve as a liaison between local business owners and City departments.
- Provide assistance to business owners for City Grant Applications (Storefront Improvement Program, InStore Program, etc).
- Contribute quarterly articles for the organization’s newsletter for events involving the commercial corridor, businesses resources, and business association meetings.
- Maintain resource library for businesses along with existing business database.
- Coordinate and execute all special events for Frankford Pause Park Programming.
- Responsible for quarterly reporting of all activities in the established format.
- Participate in community engagement outreach to residents and business owners about Frankford CDC events and programming. Attend community meetings facilitated by other organizations in Frankford.
- Compile a commercial property database for properties along the commercial corridor.
- Other duties as requested by the Executive Director.

**Knowledge, Skills and Abilities:**
Must be able to communicate effectively both orally and in writing. Must be able to relate effectively with community residents.

**Work Environment and Primary Work Locations:**
Must be flexible to work on evening and some weekend activities. The primary location will be the designated agency at which the program operates. The work environment may include other venues at which the program may have activities such as health fairs, job fairs, and/or housing fairs.

**Physical Considerations:**
Moderate physical exertion required (walking). Must have the ability to engage in door-to-door outreach/canvassing.

**Starting Salary Range**
$34,000 - $36,000 + Benefits

To apply, email your resume and cover letter (Word document or PDF) to info@frankfordcdc.org with the Subject: Commercial Corridor Manager Job Application